

January 18, 2006

**TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on January 4, 2006, and recommends the following motions:

1. Human Resources - Monthly Committee Report (November, 2005). Approved.
2. Human Resources - Update from Human Resources regarding employees requesting appeals of Class & Comp study. Approved.
3. Dept of Administration - Request for Budget Transfer: Increase in Expenditures with Offsetting Increase in Revenue: Purchase 2 laptop computers & accessories (\$4,700). Approved.
4. Dept of Administration - 2005 Budget Transfer Log. Approved.
5. Corporation Counsel - Resolution re: Change in Child Support Table of Organization (Remove one Legal Assistant II and add one Legal Assistant I). (Referred to Executive Committee.) Committee Approved. See Resolutions, Ordinances January County Board.
6. **Closed Session:** For the purpose of considering compensation data (vacation) of any public employee over which the governmental body has jurisdiction or exercises responsibility, pursuant to Sec. 19.85(1)(c), Wis. Stats. (No Closed Session held.)
7. Audit of bills. Pay the bills.

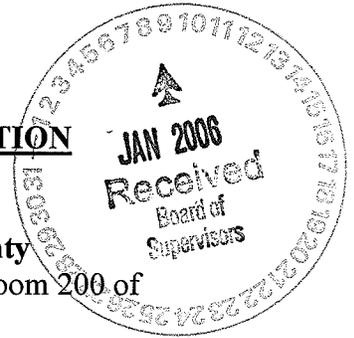
Approved by:

COUNTY EXECUTIVE

Date

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PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION
COMMITTEE



Pursuant to Section 19.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Wednesday, January 4, 2006 in Room 200 of the Northern Building - 305 East Walnut Street, Green Bay, Wisconsin

Present: Tom Lund, Chairman; Joe Backmann, Craig Beyl, Pat Collins and Fred Graves

Excused:

Also Present: Bill Dowell, Mike Kwaterski, Cindy Archer, Debbie Klarkowski, Wade Schmechl

1. **Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:00 p.m.

2. **Approve/Modify Agenda:**

Motion was made by Supervisor Beyl and seconded by Supervisor Collins to approve. Vote taken. **MOTION APPROVED UNANIMOUSLY.**

3. **Approve/modify minutes of December 7, 2005.**

Motion was made by Supervisor Collins and seconded by Supervisor Beyl to approve. Vote taken. **MOTION APPROVED UNANIMOUSLY.**

4. **Review minutes of: (None)**

Late Communications:

5. None

Communications:

6. None

Human Resources

7. **Human Resources Monthly Committee Report (November, 2005).**

Motion was made by Supervisor Beyl and seconded by Supervisor Collins to approve.

Under discussion, Supervisor Collins asked about the recruitment of officers. Ms.

(5)

Klarkowski responded that there are seven vacancies, and recruitment was finished at the end of December and there are several candidates. One should be hired by the end of the month.

Vote taken on above motion. **MOTION CARRIED UNANIMOUSLY.**

8. Update from Human Resources regarding employees requesting appeals of Class & Comp study.

Interim Human Resources Director, Mike Kwaterski, passed out the attached *Classification and Compensation Plan*. He stated that they are hoping to have the appeals wrapped up by the end of January.

Motion was made by Supervisor Beyl and seconded by Supervisor Graves to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Dept. Of Administration

9. Request for Budget Transfer: Increase in Expenditures with Offsetting Increase in Revenue: Purchase 2 laptop computers & accessories (\$4,700).

Motion was made by Supervisor Collins and seconded by Supervisor Beyl to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

10. 2005 Budget Transfer Log

Motion was made by Supervisor Beyl and seconded by Supervisor Collins to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Corporation Counsel

11. Resolution re: Change in Child Support Table of Organization (Remove one Legal Assistant II and add one Legal Assistant 1). (Referred to Executive Committee.)

Debbie Klarkowski came forward and explained that this would be a cost savings to the budget. She clarified, that after a more in-depth review, it was found that just being bi-lingual did not warrant a higher level.

Motion was made by Supervisor Collins and seconded by Supervisor Beyl to approve the Table of Organization change. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Treasurer (No agenda items)

County Clerk (No agenda items)

Facilities Management (No agenda items)

12. **Closed Session:**

For the purpose of considering compensation data (vacation) of any public employee over which the governmental body has jurisdiction or exercises responsibility, pursuant to Sec. 19.85(1) © Wis. Stats.

Chair Lund asked that the Closed Session be taken off of the agenda for next month unless more communication is received. There is no need for a Closed Session unless someone is coming forward.

Other

13. **Audit of Bills.**

Motion was made by Supervisor Collins and seconded by Supervisor Backmann to pay the bills. Vote taken. MOTION APPROVED UNANIMOUSLY.

14. **Such other matters as authorized by law.**

Mr. Kwaterski introduced Wade Schmechel as he had been requested to do at the last meeting.

Kwaterski asked directions on how to administer health care premium changes for elected officials. Chair Lund said this would be placed on next month's agenda.

Motion was made by Supervisor Backmann and seconded by Supervisor Collins to adjourn at 5:17 p.m. Vote taken. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,
/s/Carol A. Lambert
Recording Secretary

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

MICHAEL KWATERSKI

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

DATE: January 6, 2006
TO: Department Heads
FROM: Human Resources Dept.
RE: 2006 Classification & Compensation Plan

Attached is the Classification & Compensation Plan for 2006. Please distribute to your staff as you feel necessary. Thank you.



**BROWN COUNTY
2006 CLASSIFICATION & COMPENSATION PLAN**

| PG | Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
|----|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1 | Not in use at this time | 18,706 8.9935 | 19,267 9.2631 | 19,846 9.5413 | 20,440 9.8269 | 21,053 10.1216 | 21,685 10.4255 | 22,336 10.7385 |
| 2 | Not in use at this time | 20,019 9.6245 | 20,619 9.9130 | 21,237 10.2099 | 21,874 10.5163 | 22,531 10.8324 | 23,208 11.1577 | 23,903 11.4917 |
| 3 | Not in use at this time | 21,331 10.2554 | 21,972 10.5635 | 22,630 10.8798 | 23,311 11.2072 | 24,009 11.5428 | 24,730 11.8893 | 25,472 12.2459 |
| 4 | Not in use at this time | 22,645 10.8870 | 23,323 11.2130 | 24,021 11.5486 | 24,743 11.8959 | 25,486 12.2530 | 26,250 12.6202 | 27,038 12.9990 |
| 5 | Not in use at this time | 23,956 11.5173 | 24,676 11.8636 | 25,416 12.2192 | 26,178 12.5856 | 26,963 12.9630 | 27,771 13.3516 | 28,605 13.7526 |
| 6 | Not in use at this time | 25,270 12.1490 | 26,030 12.5144 | 26,809 12.8889 | 27,613 13.2755 | 28,442 13.6740 | 29,296 14.0845 | 30,173 14.5062 |
| 7 | Secretary-County Board | 26,583 12.7803 | 27,379 13.1632 | 28,201 13.5582 | 29,047 13.9649 | 29,919 14.3840 | 30,817 14.8158 | 31,740 15.2598 |
| 8 | Bookkeeper-Highway | 27,895 13.4112 | 28,732 13.8132 | 29,594 14.2279 | 30,482 14.6547 | 31,396 15.0941 | 32,337 15.5467 | 33,306 16.0125 |
| 9 | Not in use at this time | 29,207 14.0420 | 30,084 14.4633 | 30,986 14.8971 | 31,917 15.3447 | 32,874 15.8048 | 33,860 16.2791 | 34,877 16.7678 |
| 10 | Golf Course Maintenance Worker | 30,522 14.6739 | 31,437 15.1138 | 32,380 15.5673 | 33,351 16.0341 | 34,352 16.5155 | 35,382 17.0105 | 36,444 17.5211 |
| 11 | Administrative Secretary-Airport Administrative Secretary-Corp Counsel Administrative Secretary-HS Administrative Secretary-MHC Administrative Secretary-Sheriff Human Resources Assistant Purchasing Clerk | 31,834 15.3048 | 32,789 15.7639 | 33,772 16.2367 | 34,786 16.7241 | 35,830 17.2261 | 36,904 17.7423 | 38,011 18.2747 |
| 12 | Human Resources Coordinator Judicial Assistant Laundry Coordinator Office Manager I - Administration Office Manager I - Emergency Government Office Manager I - Facility & Park Mgmt Office Manager I - Highway Office Manager I - Information Services Office Manager I - Planning & Land Services Office Manager I - Medical Examiner Office Manager I - Museum Office Manager I - Parks Office Manager I - Public Safety Scheduler | 33,148 15.9366 | 34,142 16.4144 | 35,166 16.9069 | 36,221 17.4139 | 37,307 17.9361 | 38,426 18.4742 | 39,580 19.0288 |

**BROWN COUNTY
2006 CLASSIFICATION & COMPENSATION PLAN**

| PG | Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
|----|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 13 | Bio-Terrorism Preparedness Prog Asst | 35,115 | 36,170 | 37,254 | 38,372 | 39,524 | 40,709 | 41,931 |
| | Court Reporter | 16.8822 | 17.3893 | 17.9105 | 18.4479 | 19.0020 | 19.5718 | 20.1592 |
| | Executive Secretary - County Board | | | | | | | |
| | Executive Assistant -County Executive | | | | | | | |
| | Highway Specialist | | | | | | | |
| | Human Resources Administrative Coordinator | | | | | | | |
| | Human Resources Testing Coordinator | | | | | | | |
| 14 | Benefits Program Coordinator | 37,742 | 38,874 | 40,039 | 41,242 | 42,478 | 43,754 | 45,066 |
| | Contract Analyst | 18.1452 | 18.6894 | 19.2495 | 19.8278 | 20.4223 | 21.0355 | 21.6664 |
| | Education & Volunteer Program Coordinator | | | | | | | |
| | Grounds Supervisor | | | | | | | |
| | Laundry Supervisor | | | | | | | |
| | Long-Term Accounts Payable Supervisor | | | | | | | |
| 15 | Assistant Zoning Administrator | 40,367 | 41,578 | 42,825 | 44,110 | 45,434 | 46,796 | 48,201 |
| | Chief Deputy Register in Probate | 19.4071 | 19.9895 | 20.5890 | 21.2067 | 21.8432 | 22.4983 | 23.1736 |
| | Employment & Training Coordinator | | | | | | | |
| | Golf Course Mechanic | | | | | | | |
| | Human Resources Analyst | | | | | | | |
| | Information Systems Coordinator - HS | | | | | | | |
| | Office Manager II - Circuit Courts | | | | | | | |
| | Office Manager II - District Attorney | | | | | | | |
| | Office Manager II - Health | | | | | | | |
| | Office Manager II - Library | | | | | | | |
| | Office Manager II - Sheriff | | | | | | | |
| | Planner I | | | | | | | |
| | Risk Benefit Analyst | | | | | | | |
| | Staff Development Coordinator | | | | | | | |
| 16 | Accountant I - Finance | 42,994 | 44,285 | 45,611 | 46,981 | 48,388 | 49,840 | 51,335 |
| | Accounts Supervisor | 20.6702 | 21.2909 | 21.9285 | 22.5870 | 23.2635 | 23.9615 | 24.6803 |
| | Bio-Terrorism Planning Coordinator | | | | | | | |
| | Bio-Terrorism Public Health Ed/Grant Coord | | | | | | | |
| | Buyer | | | | | | | |
| | Chief Deputy County Clerk | | | | | | | |
| | Concessions Operations Manager | | | | | | | |
| | Facility Supervisor | | | | | | | |
| | KIDS Program Coordinator | | | | | | | |
| | Park Supervisor | | | | | | | |
| | Policy & Project Analyst | | | | | | | |
| | Protective Payee & Benefits Supervisor | | | | | | | |
| | Public Health Educator | | | | | | | |
| | Stockroom Coordinator | | | | | | | |
| | Technician | | | | | | | |
| 17 | Admin Operations Unit Coordinator | 45,619 | 46,988 | 48,396 | 49,849 | 51,344 | 52,883 | 54,470 |
| | Archeologist | 21.9321 | 22.5902 | 23.2675 | 23.9659 | 24.6846 | 25.4248 | 26.1874 |
| | Chief Deputy Clerk of Courts | | | | | | | |
| | Chief Deputy Register of Deeds | | | | | | | |
| | Child Support Supervisor | | | | | | | |
| | Communications Supervisor | | | | | | | |
| | Correctional Facility Nurse | | | | | | | |
| | Economic Support Clerical Supervisor | | | | | | | |
| | Economic Support Supervisor | | | | | | | |

**BROWN COUNTY
2006 CLASSIFICATION & COMPENSATION PLAN**

| PG | Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
|-----------|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 17 | <i>Continued</i> | 45,619 | 46,988 | 48,396 | 49,849 | 51,344 | 52,883 | 54,470 |
| | Grant Development Specialist | 21.9321 | 22.5902 | 23.2675 | 23.9659 | 24.6846 | 25.4248 | 26.1874 |
| | Housekeeping Manager | | | | | | | |
| | Lead Technician | | | | | | | |
| | Management Information Specialist-Public Safety | | | | | | | |
| | Scheduling Supervisor | | | | | | | |
| | Solid Waste Technician | | | | | | | |
| 18 | Accountant - Library | 48,244 | 49,691 | 51,182 | 52,717 | 54,299 | 55,928 | 57,606 |
| | Accountant - Sheriff | 23.1943 | 23.8898 | 24.6065 | 25.3447 | 26.1051 | 26.8885 | 27.6951 |
| | Airport Administrative Manager | | | | | | | |
| | Assistant Golf Course Superintendent | | | | | | | |
| | Deputy Treasurer | | | | | | | |
| | Document Center Manager | | | | | | | |
| | Emergency Management Director | | | | | | | |
| | Health Services RN | | | | | | | |
| | Laboratory Services Manager | | | | | | | |
| | Payroll Supervisor | | | | | | | |
| | Planning & Evaluation Coordinator | | | | | | | |
| | Psychiatric Nurse | | | | | | | |
| | Quality Management Coordinator | | | | | | | |
| | Safety/Risk Coordinator | | | | | | | |
| | Shelter Care Unit Supervisor | | | | | | | |
| 19 | Admissions/Billing/Collections Supervisor | 50,870 | 52,396 | 53,967 | 55,585 | 57,253 | 58,973 | 60,742 |
| | Facility Manager -Facilities Management | 24.4565 | 25.1904 | 25.9455 | 26.7236 | 27.5255 | 28.3523 | 29.2028 |
| | Facility Manager - Library | | | | | | | |
| | Facility Manager - Port and Solid Waste | | | | | | | |
| | Health Information Services Manager | | | | | | | |
| | Financial Supervisor - Human Services | | | | | | | |
| | Operations Supervisor - Airfield | | | | | | | |
| | Operations Supervisor - Building & Grounds | | | | | | | |
| | Recycling Manager | | | | | | | |
| | Senior Planner | | | | | | | |
| 20 | Accountant Manager | 53,495 | 55,102 | 56,752 | 58,456 | 60,210 | 62,016 | 63,877 |
| | Bio-Terrorism Prep & Read Assess Coord | 25.7188 | 26.4913 | 27.2846 | 28.1038 | 28.9473 | 29.8154 | 30.7100 |
| | Communications Manager | | | | | | | |
| | Contracts & Provider Relations Unit Coord | | | | | | | |
| | Environmental/Laboratory Manager | | | | | | | |
| | Financial Operations Manager | | | | | | | |
| | GIS/Land Records Coordinator | | | | | | | |
| | Nursing & Consumer Services Coordinator | | | | | | | |
| | Management Information Coord - FOXCOMM | | | | | | | |
| | Management Information Coord - PSC | | | | | | | |
| | Nurse Manager - Health | | | | | | | |
| | Park Manager | | | | | | | |
| | Port Manager | | | | | | | |
| | Program Manager | | | | | | | |
| | Purchasing Manager | | | | | | | |
| | Real Property Lister | | | | | | | |
| | Survey Coordinator | | | | | | | |
| | Veterans Service Officer | | | | | | | |

**BROWN COUNTY
2006 CLASSIFICATION & COMPENSATION PLAN**

| PG | Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
|----|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 21 | Access & Volunteer Services Coord | 56,120 | 57,803 | 59,538 | 61,325 | 63,164 | 65,059 | 67,012 |
| | Accountant Supervisor | 26.9809 | 27.7901 | 28.6240 | 29.4832 | 30.3673 | 31.2783 | 32.2172 |
| | Adult Mental Health Unit Coordinator | | | | | | | |
| | AODA Services Manager | | | | | | | |
| | Assistant Superintendent - Highway | | | | | | | |
| | Business Administrator - Highway | | | | | | | |
| | Child Support Administrator | | | | | | | |
| | Childrens Treatment Services Supervisor | | | | | | | |
| | Clinical Supervisor | | | | | | | |
| | Epidemiologist | | | | | | | |
| | Nurse Coordinator - Admissions | | | | | | | |
| | Internal Auditor | | | | | | | |
| | Nurse Manager - MHC | | | | | | | |
| | Nurse Manager - Sheriff | | | | | | | |
| | Nursing Unit Coordinator | | | | | | | |
| | Planning, Evaluation & Quality Mgmt Director | | | | | | | |
| | Principal Human Resources Analyst | | | | | | | |
| | Principal Planner | | | | | | | |
| | Senior Accountant | | | | | | | |
| | Social Work Supervisor/Program Manager | | | | | | | |
| | Zoning Administrator | | | | | | | |
| 22 | Applications Support Manager | 58,744 | 60,506 | 62,323 | 64,193 | 66,120 | 68,103 | 70,146 |
| | Facility Planning & Project Manager | 28.2423 | 29.0894 | 29.9630 | 30.8621 | 31.7884 | 32.7418 | 33.7239 |
| | Network Support Manager | | | | | | | |
| | Nursing Services Administrator | | | | | | | |
| | Nutritional Services Manager | | | | | | | |
| | Staff Attorney | | | | | | | |
| | System Administrator | | | | | | | |
| 23 | Assistant Airport Director | 61,370 | 63,212 | 65,108 | 67,063 | 69,074 | 71,147 | 73,280 |
| | Assistant Facility Director | 29.5049 | 30.3903 | 31.3020 | 32.2420 | 33.2087 | 34.2053 | 35.2308 |
| | Assistant Park Director | | | | | | | |
| | Child & Family Services Coordinator | | | | | | | |
| | Clinical Programs Coordinator | | | | | | | |
| | Clinical Support Services Unit Coordinator | | | | | | | |
| | County Conservationist | | | | | | | |
| | Economic Support Services Unit Coordinator | | | | | | | |
| | Facility Engineer | | | | | | | |
| | Golf Course Superintendent | | | | | | | |
| | Highway Engineer | | | | | | | |
| | Lead Staff Attorney | | | | | | | |
| | Psychology Services Manager-MHC | | | | | | | |
| | Register in Probate | | | | | | | |
| | Shop Superintendent | | | | | | | |
| | Zoo Director | | | | | | | |
| 24 | Assistant Corporation Counsel | 63,996 | 65,917 | 67,894 | 69,932 | 72,030 | 74,191 | 76,416 |
| | Assistant to the County Executive | 30.7673 | 31.6909 | 32.6415 | 33.6212 | 34.6298 | 35.6688 | 36.7383 |
| | Budget & Finance Unit Coordinator | | | | | | | |
| | Chief Medical Examiner | | | | | | | |
| | Financial Manager - Human Services | | | | | | | |
| | Highway Superintendent | | | | | | | |
| | Museum Director | | | | | | | |
| | Planning Director | | | | | | | |

**BROWN COUNTY
2006 CLASSIFICATION & COMPENSATION PLAN**

| PG | Position Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
|----|--|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| 25 | Administrative Services Director | 66,622 | 68,621 | 70,680 | 72,801 | 74,984 | 77,234 | 79,552 |
| | Community Services Director | 32.0298 | 32.9910 | 33.9810 | 35.0003 | 36.0499 | 37.1318 | 38.2460 |
| | Court Commissioner | | | | | | | |
| | Director of Port and Solid Waste | | | | | | | |
| | Employee Relations Manager | | | | | | | |
| | Health Director | | | | | | | |
| 26 | Chief Deputy-Sheriff | 69,247 | 71,325 | 73,466 | 75,669 | 77,941 | 80,278 | 82,685 |
| | Director of Public Safety Communications | 33.2921 | 34.2909 | 35.3200 | 36.3793 | 37.4716 | 38.5950 | 39.7524 |
| | Information Services Director | | | | | | | |
| 27 | Administrator-Syble Hopp | 71,874 | 74,031 | 76,252 | 78,538 | 80,896 | 83,322 | 85,823 |
| | Facility Director | 34.5548 | 35.5917 | 36.6595 | 37.7587 | 38.8925 | 40.0588 | 41.2609 |
| | Highway Commissioner | | | | | | | |
| | Inpatient Services Director | | | | | | | |
| | Library Director | | | | | | | |
| 28 | Airport Director | 74,499 | 76,735 | 79,036 | 81,407 | 83,849 | 86,366 | 88,957 |
| | Director of Administration | 35.8170 | 36.8918 | 37.9981 | 39.1380 | 40.3120 | 41.5220 | 42.7676 |
| 29 | Corporation Counsel | 77,125 | 79,441 | 81,823 | 84,278 | 86,806 | 89,410 | 92,093 |
| | Human Resources Director | 37.0792 | 38.1928 | 39.3380 | 40.5184 | 41.7336 | 42.9858 | 44.2753 |
| 30 | Not in use at this time | 79,750 | 82,143 | 84,607 | 87,145 | 89,759 | 92,454 | 95,225 |
| | | 38.3414 | 39.4918 | 40.6765 | 41.8968 | 43.1534 | 44.4490 | 45.7814 |
| 31 | Human Services Executive Director | 82,377 | 84,848 | 87,394 | 90,016 | 92,716 | 95,497 | 98,364 |
| | | 39.6042 | 40.7923 | 42.0163 | 43.2767 | 44.5748 | 45.9123 | 47.2904 |
| 32 | Not in use at this time | 85,002 | 87,553 | 90,178 | 92,885 | 95,671 | 98,540 | 101,497 |
| | | 40.8664 | 42.0928 | 43.3550 | 44.6561 | 45.9956 | 47.3750 | 48.7966 |